

**COTUIT FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING
Freedom Hall
COTUIT, MA 02635
February 24, 2025**

The meeting was called to order by Mark Lynch on February 24, 2025, @6:00pm at Freedom Hall and ZOOM.

Mark did roll call:

Present at Freedom Hall: Mark Lynch, Fran Parks, and Charlie Eager

(Mark stated that Seth may not join as he was not feeling well).

Present via ZOOM: Ray Pirrone

Mark led the Committee in the Pledge of Allegiance.

Cotuit Fire Department budget report:

- Cotuit Fire Department Chief Brown stated that the update on FY25 budget to date at the time of the last expenditure ledger with date ending January 31st
 - Roughly 62% through FY
 - Salaries and wages were 56.6% expended
 - Operations and Maintenance lines were at 36.43% expended
 - Additional purchases are coming out and will probably bring it closer in line to where the percentages are once items are received
 - No significant anomalies with the budget
 - Slightly over with Holiday pay
 - One member out injured – putting CFD over in the “full-time injury” category
 - There are savings in other lines in the budget to keep CFD under budget
- Capital projects re PPE clothing
 - Purchasing is under way
- Architectural engineering design phase of the fire station continues
- Cardiac monitor has been purchased and is in service
- Chief stated that he does not anticipate any overages
 - Fran asked if the Chief has received the gas bill for the station and if he has, has it increased?
 - Chief answered that he would have to go back and look
- Mark asked Chairman Conley if he could tell what the updates are regarding the refurbishment
 - Chairman Conley answered that they have hired Catalyst – an architectural engineering company (who they have worked with in the past)
 - CHA owner project manager has been hired (they represent the village)
 - They have recently passed with the Historic Commission to remove the building at 56 High Street
 - Flow tests of the hydrant out front
 - Have had a geothermal soil testing completed
 - Hazmat study / asbestos study on the building is partially completed

- Structural Engineering Report will be reviewed February 25, 2025, on the building itself
- Started looking at flooring/carpet
- Cape and Island engineer has done a septic design workshop with the commissioners so they are aware where they need to be at regarding the septic as they move forward
- Weekly meetings with Engineering firm so there will be anticipated estimates in place for the town meeting / village meeting
- Fran stated that the old firehouse that was updated in the 50's and asked if any of this building is important to the Historical Commission.
 - Chairman Conley stated that the CFD has no intention of changing anything from a structural point of view.
 - Maintaining the look of the department
 - Waiting to see what can be leveraged from an architectural point of view

Cotuit Water Department budget report

- Water Department stated that for the calendar year, they have pumped 21M more gallons of water than the previous year but are still 18% down from 2022 (peak year)
 - Conservation efforts through irrigation policy and tiered rates are having an impact
 - All figures shown this evening are as of February 12, 2025, for the first 62% of the year.
 - Expense Budget was \$850k (inaudible) increase over FY24 4.3% increase
 - Expenses to Date are \$475,645.00 (inaudible) up 57%
 - Budget balance \$ (inaudible) remaining for the rest of the year
 - Projected revenue of \$986,000
 - Much of this was inaudible
 - Billing structure will be changing
- Mark asked about projected revenue
 - Water Department answered that January 2025 was projected \$513,840 and came in at \$910,000
- Mark asked if it was projected for the year to be over?
 - Water Department answered that it is projected to be up to \$1.2M
 - In actuals more collecting needs to be done
 - Billing is now done once in January and once in July
- Mark asked if for this FY, the Water Department will be over their projections but for purposes this year, does the Water Department expect to make budget on the revenue?
 - Water Department answered yes and some of that overage will start into next year
- Water Department stated that it is expected that payroll will come in under budget.
 - There is a 3rd Operator vacancy (for 9 months) but someone is coming in to interview
 - On call has been upped.
 - OT has been upped.
 - Currently under budget.
- Water Department maintenance
 - Have not done USDA maintenance yet \$15,500 is USDA loan
- Water Department Operations
 - This will be under because of the elimination of the billing cycle
 - Gasoline and fuel for the trucks will be under budget due to not having the 3rd operator to travel

- Water Department Service Connections
 - This will be fully spent by the end of FY
- Water Department Special Appropriations
 - Conservation Restrictions will be fully spent by the end of this year
 - Computer and security system - pending the delivery of equipment coming in and will be totally spent also
 - Meter reading software is still waiting on some equipment and will be fully spent
- Water Department Electrical Upgrades
 - Completed as much as possible
 - Mark asked about the upgrades and there should be \$33,500 going back
 - Water Department talked about the anticipated plans and what actually happened.
- Water Department water replacement
 - Totally expended this year
- Ray asked about the \$\$ ending FY and it would take into account the deferral March min billing to July?
 - Water Department answered yes.
- Fran asked if the lock box had been set up?
 - Water Department answered yes.

Treasurer's Report

- January financials
 - Revenue is down from \$200k for target January
 - Expenditure on budget
 - Tax revenue is down \$200k
 - Feb collections have been strong and made up \$150k of that \$200k shortfall
 - Should be one more contribution coming but, because of processing time, may not be in until March
 - Water Department revenue discussed
 - Fire Department revenue discussed
- Overall expenditures are either at or below budget
 - Budget error was possibly made of \$19k and added to short-term debt repayment
 - May be room in the reserves to cover it
 - Mark stated that he would be in favor of using the reserves to continue to pay down / Ray concurred
 - Mark asked about FD paying significant milestone payments (Catalyst feasibility study) and asked where on Ray's material that was sent to the committee would it be.
 - Ray answered it would be on the Article Status.
 - Ray stated that at the end of January is only showing FD had only expended \$2k (may be committed far more than that) and it is about 2/3 of the way down on the page 3 – "Capital fund FY 25 Debt Fund Articles Fire Station"
 - Right now, it still shows \$1.298M (authorized amount) but FD anticipates only expending \$650K this year so, rather than take out \$1.3M in debt, Ray stated that he would only take out \$650k and take out the rest next year.
- Cash is strong

- Reconciliation for January has not been done yet

Cotuit Elementary School Feasibility Study:

Cotuit School Contract

- A coalition of firms (ICON / Tighe Bond) have been engaged to undertake the feasibility study
 - Will be on the property for the 1st assessments on February 25, 2025

Public Comment

- Patty Daley
 - Questions re School Study
 - Is the contract signed? When will a copy be made public and where on the website would it be found?
 - Mark answered it is not “literally” signed yet. Contract and Responses to RFPs will be put on the website in the same place where all the other Cotuit School info has been – RFP tab.
- Jack Gardner
 - FYI for Prudential Committee re he will not be running again as Town Moderator in the upcoming annual elections.
 - Mark thanked Jack for his service and efforts and the time that he had given the committee to find someone else.
- Water Dept
 - Asked Ray if he had an update re the W2s.
 - Ray responded that he thought that they had gone out.
 - Water Dept. stated that the corrected ones were wrong (State and Fed taxes were swapped).
 - Ray stated that he would look into it.
- Charlie asked if everyone knew that the nomination papers are out?
 - Lisa stated that she asked Peter Emerson to post them and Mr. Emerson had not responded yet.
 - (Parts of the conversation were inaudible).
 - Fran asked a question (inaudible)
- More discussion from members but this was inaudible

Minutes from previous meeting

- Not discussed

Mark stated that he would accept a Motion to Adjourn. Fran made Motion to Close Meeting. Mark seconded. All in favor. Mark stated that the meeting was adjourned at 7:45pm.